

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. <b>PR-NC-02-10618/0001</b>	3. EFFECTIVE DATE <b>11/07/02</b>	4. REQUISITION/PURCHASE REQ NO. <b>PR-NC-02-10618</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Contracts Management Division Admin Bldg Lobby, Alexander Dr. Research Triangle Park, NC 27709</b>	CODE	7. ADMINISTERED BY (If other than Item 6) <b>JOY KIMBLE (919)541-2897</b>	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  <b>To All Offerors/Bidders.</b>		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-NC-02-10618</b>
		✓	9B. DATED (SEE ITEM 11) <b>10/22/02</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The text of the solicitation has been modified in the following Sections: G.5, G.6, G.11, H.8, H.11, H.18, J.1, L.22, Attachment 1 (SOW), Attachment 2 (Reports of Work), and Attachment 3 (Quality Assurance Program). The clause entitled, "Government Furnished Property "Object Of," has been added. Questions and Answers have been added.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>MCDONALD MORRISON</b>	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

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PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

1. Paragraphs (b) and (c) of Section G clause entitled "GOVERNMENT PROPERTY (EPAAR 1552.245-73) (OCT 2000) DEVIATION" have been modified. The text is as follows:

(b) In accordance with paragraph (a) above, the contractor is authorized to acquire and/or fabricate the equipment listed below for use in the performance of this contract. The equipment is subject to the provisions of the "Government Property" clause.

**SEE SECTION 4.2 OF THE STATEMENT OF WORK**

(c) The Government will provide the following item(s) of "Object Of" Government property to the contractor for use in the performance of this contract. This property shall be used and maintained by the contractor in accordance with the provisions of the "Government Property" clause.

**See Attachments 15, 16, 18, & 20**

2. The Section G clause entitled "GOVERNMENT PROPERTY--RESIDUAL INVENTORY (EP 52.245-110) (APR 1984)" has been modified. The text is as follows:

The Contractor is authorized to use in the performance of this contract the residual material inventory presently accountable to Contract No. **68D98044**. **The approximate value of this residual material inventory at time of award is \$ \_\_\_\_\_.**

3. The Section G clause entitled "GOVERNMENT FURNISHED PROPERTY PROVIDED "AS IS"" has been modified. The text is as follows:

The Government will provide tools and equipment (**provided "as is"**) as listed in **Attachments 4, 5, 9, & 11** for use by the contractor in performing under this contract. The Government will not repair or replace any worn, damaged or lost property. It shall be the contractor's responsibility to maintain the government-furnished property in good working condition or to replace it at the contractor's own expense. The contractor shall return the property to the government in the same condition as received, fair wear and tear and approved modifications excepted. This property shall only be used in the performance of this contract.

4. The Section G clause entitled "GOVERNMENT FURNISHED PROPERTY PROVIDED "OBJECT OF"" has been added. The text is as follows:

The Government will provide the contractor with all "object of" property listed in attachments 15, 16, 18, & 20 for use in connection with and under the terms of the contract. Object of property is defined as all property that is an integral part of the infrastructure of the National Health and Environmental Effects Research Laboratory in Corvallis and Newport, Oregon. Examples of property that is object of the contract are fire sprinkler systems, heating/cooling units, emergency generators, irrigation systems, alarms, air handlers, fans, compressors, boilers, and chillers. These are examples only and are not all encompassing. The contractor is responsible for maintaining and operating this property. Costs associated with maintaining, upgrading or replacing object of property shall be borne by the Government.

5. The Section H clause entitled "OPTION TO EXTEND THE TERM OF THE CONTRACT-- FIXED PRICE (EPAAR 1552.217-77) (OCT 2000)" has been modified. The text is as follows:

The Government has the option to extend the term of this contract for **four** (4) additional period(s). If more than sixty (60) days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last sixty (60) days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods:

<u>Period</u>	<u>Start date</u>	<u>End date</u>
OPTION I	03/01/04	02/28/05
OPTION II	03/01/05	02/28/06
OPTION III	03/01/06	02/28/07
OPTION IV	03/01/07	<b>02/29/08</b>

(c) The "Consideration and Payment" clause will be amended to reflect increased fixed prices for each option period as follows:

**SEE "SCHEDULE OF SUPPLIES/SERVICES - SECTION B"**

6. The Section H clause entitled "KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)" has been modified. The text is as follows:

(a) The Contractor shall assign to this contract the following key personnel:

**The Licensed Plumber has been deleted from this solicitation.**

7. The Section H clause entitled "MATERIAL COSTS" has been modified. The text is as follows:

Material costs **associated with CLINs 0001B, 0002B, 0003B, 0004B, & 0005B include** the costs of expendible items such as: spare and repair parts; raw materials needed for fabrication, alteration, repair and maintenance; parts, subassemblies, components, and manufacturing supplies, whether purchased or manufactured by the contractor **to perform the requirements of approved Work Orders or Trouble Calls issued by the Government.** Material for the purposes of Clause B.1 means property that may be incorporated into or attached to a deliverable end item or that will be consumed or expended in performing the contract.

8. The Section J clause entitled "LIST OF ATTACHMENTS (EP 52.252-100) (APR 1984)" has been modified. The text is as follows:

Number	Attachment Title
1	STATEMENT OF WORK
2	REPORTS OF WORK
3	QUALITY ASSURANCE PROGRAM
4	CORVALLIS GOVERNMENT FURNISHED PROPERTY "AS IS"
5	NEWPORT GOVERNMENT FURNISHED PROPERTY "AS IS"
6	<b>THIS ATTACHMENT HAS BEEN DELETED</b>
7	<b>THIS ATTACHMENT HAS BEEN DELETED</b>
8	COLLECTIVE BARGAINING AGREEMENT
9	NEWPORT TOOL & EQUIPMENT INVENTORY LIST "AS IS"
10	INVOICE PREPARATION INSTRUCTIONS
11	CORVALLIS TOOL INVENTORY "AS IS"
12	PAST PERFORMANCE QUESTIONNAIRE
13	SHIPPING/RECEIVING SOP
14	WORK REQUEST FORM
15	NEWPORT "OBJECT OF" EQUIPMENT TO BE MAINTAINED BY CONTRACTOR
16	NEWPORT "OBJECT OF" PREVENTIVE MAINTENANCE TASK LIST
17	NEWPORT SERVICE REQUEST HISTORY
18	CORVALLIS "OBJECT OF" PREVENTIVE MAINTENANCE TASK LIST
19	CORVALLIS SERVICE REQUEST HISTORY
20	CORVALLIS "OBJECT OF" EQUIPMENT TO BE MAINTAINED

21 SITE MAPS AND BUILDING FLOOR PLANS  
 22 **QUESTIONS AND ANSWERS**

9. Paragraph (a)(1) of Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSAL" has been modified. The text is as follows:

(a) Technical proposal instructions.

(1) Submit an original and **four copies** of your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

10. The attachment entitled "QUESTIONS AND ANSWERS" has been added. The text is as follows:

## **QUESTIONS/ANSWERS REGARDING RFP for RFP # PR-NC-02-10618**

1. **Question:** The RFP does not specify normal working hours for each facility. What are normal working hours for each facility?

**Answer:** The official hours are 7:30 a.m. to 5:00 p.m. however, the contractor is required to be present on-site between the hours of 6:00 a.m. to 6:00 p.m. for the EPA facilities.

2. **Question:** Will EPA extend the proposal due date and for how long?

**Answer:** Currently, there are no plans to extend the proposal due date.

3. **Question:** What are the Emergency Notification Procedures required at each facility and what are the minimum EPA requirements for training at each facility?

**Answer:** The purpose of this section is to inform the contractor that they are required to develop an emergency response system (e.g. pagers) and train their staff in order for them to respond quickly during normal hours as well as after hours to problems that may develop with the EPA buildings and/or facilities.

4. **Question:** Attachment 1, Page 1-12 of 26, "Alarm Monitoring Personnel" Who Monitors alarms and how may they be contacted?

**Answer:** Fire alarms are monitored by an off-site monitoring company and the equipment or industrial alarms are monitored by the on-site contractor.

5. **Question:** Attachment 1, Page 1-12 of 26, "Key Laboratory Personnel" Who are the referenced key Laboratory personnel at present, or is this information provided on a case by case basis?

**Answer:** The Project Officer, Alternate Project Officer and their supervisor or other designated personnel.

6. **Question:** The RFP makes alternating reference to the terms Statement of Work (SOW) and Performance Work Statement (PWS). Are the terms synonymous and which term does EPA prefer in a final contract document?

**Answer:** The terms are used interchangeably and have the same meaning. However, the contract will be awarded as a performance based contract.

7. **Question:** Attachment 2, Page 2-2 of 5. Will EPA provide a copy of EPA ORDER 1901.1A dated April 14, 1994 prior to proposal submission date?

**Answer:** The EPA ORDER 1901-1A will be posted with the amendment. You may download it at your convenience.

8. **Question:** Attachment 1, Page 1-7 of 26. Will EPA define the "normal operating conditions" specifying temperatures, hours of ventilation system operation, building opening and closing times for each facility prior to proposal submission date?

**Answer:** The opening and closing times have been identified in the response to Question # 1. The "normal operating conditions" refers to the industry standard, GSA standard, etc.

9. **Question:** Specifically, by location, which spaces are defined as confined spaces?

**Answer:** There are confined spaces at all of the sites. The exact location of these spaces will not affect the ability of the contractor to prepare a responsive bid.

10. **Question:** The RFP makes alternating reference to the terms Facility Operations & Maintenance Plan (FO&MM) and Facility Operations & Maintenance Plan (FO&MP). Are the terms synonymous and which term does EPA prefer in a final contract document?

**Answer:** These terms are synonymous and there is no preference to either.

11. **Question:** Attachment 1, Section 5.0 and RFP Definitions. The RFP makes reference to the Quality Assessment and Quality Assurance. Are the terms synonymous and which term does EPA prefer in a final contract document?

**Answer:** These terms are synonymous. Attachment # 3 of the solicitation further explains Quality Assurance. There is no preference to either term.

12. **Question:** H.3 of the Statement of Work and Attachment 3, Section M.6, Page M-4 of 4. Section H.3 makes mention of a Performance Requirements Summary, Section M requires a tailored made quality Plan. How is a contractor to prepare a tailored made quality plan without a PRS to define customer requirements/expectations? How does EPA evaluate the Proposal quality plan without base-lining expectations? Please provide a PRS.

**Answer:** The Performance Requirements Summary (PRS) is being added with the amendment. See attachment 3 of the Statement of Work.

13. **Question:** The RFP Section H.3 and Attachments 17 and 19, Attachment 2, page 2-3 of 5, Hours Report. The RFP defines hours associated with preventive maintenance but does not define hours associated with Service Requests. There are approximately 1,750 service requests document in FY 2002. How many labor hours were associated with each Service request at Newport? How many labor hours, by labor category, were associated with each service requests, by labor category, at Corvallis? What are the work order numbers and issue dates of work orders identified in Attachments in Attachments 17 and 19?

**Answer:** Attachments 17 & 19 are provided as a historical reference. It is recommended that the contractor use this information in determining the number of labor hours required to perform those tasks based upon the description of the work provided in the attachments.

14. **Question:** RFP Attachments 1, pages 1-3 and 1-25 of 26 . Missing portions of Attachment 1. Will EPA provide the referenced portions of the Attachment 1?

**Answer:** The referenced pages are included in the solicitation and a revised SOW is included in this amendment..

15. **Question:** Items Under Warranty. The RFP does not list items under warranty nor does it specify who (EPA or the contractor) maintains a list of items under warranty. Will EPA identify items under warranty and clarify who maintains the warranty list. If EPA maintains the list, how frequently is the contractor provided updated list?

**Answer:** There are very few items under warranty. The contractor is not responsible for maintaining items under warranty.

16. **Question:** H.11 of the Statement of Work. The current staffing requirements do not include a licensed plumber. The RFP requires a licensed plumber as key personnel. What change in the Government's requirements necessitates a licensed plumber?

**Answer:** The licensed plumber is not required and is being deleted from the solicitation with this amendment

17. **Question:** Attachment 15 of the solicitation. Potential missing item in equipment to be maintained at Newport and potential missing PM action on UPS in computer room. Manufacturer recommendation is annual PM and 3 year battery replacement. No evidence of that equipment on PM List. Is the Philcon APC UPS in the Newport Computer Center to be maintained under the contract? If so, is the UPS one of the 3 UPSs listed in Attachment 15? Is there a PM schedule for this item?

**Answer:** The three Philcon APC Uninterrupted Power Supplys are on the equipment to be maintained as a part of the contract. When the preventive list was generated, the equipment was still under warranty. They have been added to the PM list now that the warranty has expired. All equipment preventive maintenance is per manufacturer's recommendations.

18. **Question:** How will the contractor get paid for work performed on work orders or trouble calls.

**Answer:** The fixed price CLINs (0001A, 0002A, 0003A, 00004A, 0005A) includes all prime contractor labor, fringe benefits, overtime, and all indirect costs associated with the performance of the contract. See Section L.22 (b) (1) (Cost or pricing proposal instructions) of the solicitation for further details.

11. The attachment entitled "STATEMENT OF WORK" has been modified. The text is as follows:

## Statement of Work

### Table of Contents

SECTION	TITLE
1	GENERAL INFORMATION
2	DEFINITIONS
3	GOVERNMENT FURNISHED PROPERTY
4	CONTRACTOR FURNISHED ITEMS
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5.2	Management
5.3	Operation
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5.13.1	General
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- 5.15 EQUIPMENT WITH SHARED MAINTENANCE RESPONSIBILITIES
- 5.16 FACILITIES OPERATIONS AND MAINTENANCE MANUAL  
(FO&MM)
- 5.17 PREVENTIVE MAINTENANCE PROGRAM
- 5.18 CONTRACTOR ASSIGNED SPACE
- 5.19 DUTIES APPLICABLE TO THE JEFFERSON STREET BUILDING
- 5.20 SEA WATER SYSTEM/POLLUTION ABATEMENT  
FACILITY (Newport Only)
- 5.30 WORK ACTIVITIES

## 1. GENERAL INFORMATION

1.1. Scope of Work. The contractor shall provide all personnel, management, supervision, materials and other items and services necessary to perform facility operation and maintenance (O&M), shipping/receiving support, as defined in this Performance Work Statement (PWS) at the National Health and Environmental Effects Research Laboratory/Western Ecology Division at the following locations: (a) 200 S.W. 35th Street, Corvallis, OR 97333; (b) 1350 S.E. Goodnight Avenue, Corvallis, OR 97333; © 3731 S.W. Jefferson Way, Corvallis, OR 97333; and (d) 2111 S.E. Marine Science Drive, Newport, OR 97365.

The facility O&M, general support, research program support, engineering support and shipping/receiving require similar employee skills and are all included in the general heading of Facility Operation and Maintenance in section C-2 of this Performance Work Statement (PWS). The administrative work required of the contractor to effectively provide the support and keep the WED management informed of the status of the contract operation as defined in section C-5 of this PWS.

## 2. GENERAL DEFINITIONS

2.1 National Health and Environmental Effects Research Laboratory--NHEERL

2.2 Western Ecology Division--WED

2.3 Willamette Research Station--WRS

2.4 Coastal Ecology Branch--CEB

2.5 Facilities Operations and Maintenance Manual--FO&MM

2.6 Quality Assurance--A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and

services conform to established technical requirements; and satisfactory performance is achieved. For the purposes of this contract, quality assurance refers to action by the government.

2.7 Quality Assurance Evaluator (QAE)--A functionally qualified person who performs quality assurance functions for a contracted service. For the purposes of this contract the QAE shall be the Project Officer or the designated representative of the Project Officer.

2.8 Quality Control--Those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements.

### 3. GOVERNMENT-FURNISHED PROPERTY

3. General Information--The government shall provide the facilities, equipment and materials provided "as is" listed in attachments 4, 5, 9, & 11.

3.1. Government-Furnished Property. The Government shall furnish or make available identified property. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified the government shall correct OSHA hazards according to industry standards taking into account safety and health priorities. A higher priority for correction shall not be assigned to the facilities provided hereunder merely because of the contract initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the responsibility of the contractor. Further, the government shall assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements. The government will not repair or replace any worn, damaged or lost property. It shall be the contractor's responsibility to maintain the government-furnished property in good working condition at the contractor's own expense. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used in the performance of this contract. **The government will not furnish any government owned vehicles for use by contractor personnel under this contract.**

3.2. Government-Furnished Materials. The government shall furnish an initial inventory of materials at the time of award, The government will not furnish any other materials related to this contracting activity. The contractor shall provide all materials beyond the

initial inventory necessary for the execution of this contract with the exception of any item with an individual cost greater than \$1,000.00. Items with a value greater than \$1,000.00 which are necessary for the execution of this contract will be purchased by the government after the contractor has submitted a written request justifying the need to the Project Officer. At the end of the contract the contractor shall return the inventory of materials to the government.

3.3. Government-Furnished Services. The government will furnish hot and cold running water, electricity, natural gas, telephone service, sanitary sewers and refuse collection at no cost to the contractor for the sole purpose of accomplishment of this contract. These services shall not be used by the contractor for any other purpose.

#### 4. CONTRACTOR-FURNISHED ITEMS

4.0 General Information--Except for those items or services specifically stated to be Government furnished in Section 3, the contractor shall furnish everything required to preform this contract.

4.1 Contractor-Furnished Property. As stated in Section 3.1 the government will not repair or replace any government-furnished "as is" property provided for the contractor's use during the execution of this contract. The cost of repair and/or replacement of "as is" property shall be included in the firm-fixed price CLIN. Any new property purchased by the contractor shall be the contractor's property.

4.2 Contractor-Furnished Materials. Except as noted in Section 3.2 the contractor shall furnish all materials necessary for the execution of the contract using contract funds.

#### 5. SPECIFIC TASKS

The facilities, systems and equipment to be operated and maintained are set forth in section 5.14 of this Performance Work Statement (PWS). The first three functions (Management, Operation, and Scheduled Preventative Maintenance) are particularly important because they have a direct effect on the success of the WED Quality Assessment (QA) program.

5.1 General. The contractors' facility operation and maintenance work shall involve functions described in sections 5.4 through 5.12. The Project Officer may prioritize the duties listed in this PWS.

5.2 Management. This involves work performed to assure and improve the quality of services rendered to the facility occupants and users. It includes, but is not limited to:

- A. Planning, scheduling and coordinating the work to effectively utilize the Contractor's staff and also maintain a balance in the effort on the various work functions described below.
- B. Providing accurate, timely and complete reports on the status of the facilities and projects underway.
- C. Analysis of existing procedures and recommending changes to improve efficiency of operations.
- D. Preparation and maintenance of a Facility Operation & Maintenance Manual (FO & MM) for operations described in paragraph 5.4.
- E. Follow established Health/Safety and Environmental Compliance regulations.

5.3. Operation This involves routine recurring checks, tests, repairs, adjustments, observations, data recording, and troubleshooting associated with the operation of the facility.

These activities are performed daily and weekly to assure that the utilities, systems, and equipment of the facilities are operating in the proper manner.

The work is performed as described in the Contractor's Facility Operations & Maintenance Manual (FO&MM). The plan shall contain the schedule description of the work performed to operate the facility, normal operating conditions, and procedure for reporting or correcting malfunctions or conditions that are not normal. Additional information regarding the FO&MM is provided in paragraph 5.16 of this PWS.

5.4 Scheduled Preventive Maintenance (PM). This involves performance of inspections and maintenance on a scheduled basis, generally in accordance with the equipment manufacturer's recommendation.

The PM is performed to discover conditions and adjust or repair them while they are still minor. The PM program is a major factor in the success of the Quality Assurance program of the laboratory.

PM has priority over all work described below except Emergency Repairs. The PM shall be performed on the established schedule to assure the quality of the scientific data produced in the laboratory and to avoid compromise of the health and safety related conditions in the laboratory.

**5.5 Maintenance and Repair (M&R).** The Contractor shall repair or replace worn parts or complete components with new parts or reconditioned components. An inventory of spare parts, recommended by equipment manufacturer's maintenance and service manuals such as gaskets, valves, controllers, and fittings, shall be stocked by the Contractor. The Contractor shall maintain the records of the inventory in the "MP2 for Windows" program and associate use of the inventory with Work Orders. Major items such as large pumps and motors need not be stocked. These types of items shall be purchased by the Contractor as required. The Government will furnish major items costing \$1,000 or more. It shall be the responsibility of the Contractor to ensure that all defective parts or equipment are replaced within 15 days from the receipt of an approved Work Order, unless otherwise instructed by the Project Officer. M&R work includes:

- A. Work required to restore components which have deteriorated from normal wear or tear, and other work on facility or equipment to prevent damage or deterioration of the facility which would otherwise be more costly to repair.
- B. Preservation or restoration effort performed on a timely schedule in order to preclude the deterioration of contiguous and associated components or equipment.
- C. Restoring or repairing components of facilities damaged by fire, storms, explosions, the elements, and other disasters.
- D. Overhaul, processing, or replacing deteriorated parts, equipment, or material consistent with sound economical and engineering standards and practices, and consistent with the latest state-of-the-art and remaining life and planned tenure of the facility.

**Heating, Ventilation and Air conditioning (HVAC) Equipment.**

The Contractor shall perform unscheduled maintenance and repair on HVAC systems as follows:

- Air Filters & Housings
- Air Grills & Dampers
- Air Handling Units
- All Sight Glasses
- Belt Drives Including Belts & Pulleys

Boilers & All Associated Equipment & Controls

Chemical Fume Hoods

Constant Temperature rooms & All Associated Equipment & Controls

Duct-work, stacks, supports, and piping systems

Electric Motors

Exhaust Ventilation Systems

Electric heaters

Humidifier Systems

Oil Filters (Air Compressors, Vacuum Pumps, Refrigeration Units)

Refrigerant Piping

Refrigerator Units & All Associated Equipment and Controls

Primary Water Chillers and condenser tube cleaning (does not include chilled water baths used with scientific equipment)

Thermostats and control systems - Electric, Electronic, Pneumatic

Automatic Controls

DX Valves

Supply Fans

Temperature Controls

Unit Heaters

Vent Fans

Electrical Power and Lighting Systems. The Contractor shall perform unscheduled maintenance and repair on electrical power and lighting systems as follows:

Conduit and wiring systems

Electrical Heating devices

Electrical lighting panels and circuit breakers

Electrical panel safety and inspection and shunt testing

Electrical power panels and circuit breakers

Electrical receptacle devices

Electrical Switch Gear

Electric Transformers

Emergency Electrical Generator and Associated Equipment

Exterior building and parking area lights

Light fixtures and lamps

Motors & Drive Assemblies

Relays

Exercise the emergency diesel generator, Computer Room, and Analytical Chemistry UPS system

Other electrical services in support of other elements of this Performance Work Statement

Electric Starters

Security Camera Systems

Water, Drain and Distribution Systems. The Contractor shall perform unscheduled maintenance and repair on water, drain and distribution systems as follows:

Acid waste drains and vents

Clean-out Traps - Laboratory and Other

Deionizers & Stills

Domestic Hot and Cold Water

Drinking Fountains

Emergency Showers and Eye Wash Fountains

Fire Sprinkler System

Float Valves

Floats & Float Switches

Flow Meters

Flush Valves

Hand Valves (Globed, Gate, Plug)

Hot Water Heaters

HVAC heating and cooling water

Pipe Insulation

Pipe Supports, Hangers & Brackets, Extension Joints

Pressure Controls

Pressure Regulators

Primary high quality water systems including water filters, deionization cartridges and purification systems

Sanitary sewer drains and vents

Water Circulating Pump (Heating, Cooling & Domestic Hot Water)

Water Faucets - Hot & Cold - Laboratory & Other

Water regulating Valves (e.g., 3-Way)

## Water Strainers

Other Laboratory Support and Distribution Systems. The Contractor shall perform unscheduled maintenance and repair to other laboratory support and distribution systems as follows:

Laboratory Fume Hood testing and certification

Piping - Polypropylene, P.V.C., fiberglass, cast iron

Primary building Air Compressors and real property air compressors

Fire Protection System. The Contractor shall provide unscheduled maintenance and repair to the fire protection system as follows:

Door controllers/holders

Fire Alarm & control System, printer, displays and communicating devices

Fire sprinkler systems including piping, heads, hoses, valves, cabinets, controls and alarms

Notification and coordination with alarm monitoring personnel and Corvallis Fire Department

Power supplies, chargers, and batteries

Sensors, detectors and flow switches

Facility Monitoring and Control System (used in conjunction with Fire Alarm System). The Contractor shall provide unscheduled maintenance and repair to facility monitoring and control system as follows:

Air flow monitoring devices, i.e., sail switches and pressure transducers

Alarm monitoring of HVAC equipment and other laboratory systems

Fume hood alarm devices

High and low temperature monitoring devices

Notification and coordination with key Laboratory personnel as required through

the Project Officer.

Revisions of system to meet new requirements as directed in Work Order approved and issued by the Project Officer.

Access Control System (used to maintain building security). The Contractor shall provide unscheduled maintenance and repair to the access control system as follows:

Access control hardware, i.e., panic bars, strikes, switches, and door monitoring contacts.

Monitoring and control of access card system for exterior doors.

All related wiring systems

Revisions of system to meet new requirements as directed in Work Order approved and issued by the Project Officer

5.6 Emergency Repair. Emergency repair involves actions required to promptly respond to a situation in which critical equipment has failed., or is in imminent danger of failing, and to restore it to operating condition as soon as possible. Emergency repair Work:

- A. May involve temporary repair or modification of equipment to provide an alternate method of continuing laboratory operations.
- B. Frequently involves call-back of off-duty personnel and/or unscheduled overtime work.
- C. Need and the action to be taken shall be recommended by the Contractor, subject to the approval of the Project Officer.
- D. May take precedence over all other categories of operations and maintenance work.

Response to emergencies:

- A. The Contractor shall establish emergency action plans for anticipated emergency situations at each of the WED facilities. The plans shall include notification procedures and training requirements in addition to the emergency actions to be taken to assure prompt and effective action if an emergency occurs.
- B. The Contractor shall respond to the WED facilities within 30 minutes by

phone or within 60 minutes for onsite investigation of the occurrence of an emergency.

**5.7 Research Program Support.** The contractor shall provide engineering, operation, maintenance, repair, alteration, fabrication, and installation support for equipment and systems for the direct and exclusive use by the research programs. This support shall only be performed subsequent to receipt of a Work Request approved by the Project Officer. Any project with a total cost exceeding \$10,000 shall be approved by the Contracting Officer. Types of equipment include: environmental chambers and rooms, fume hoods, biosafety cabinets, exposure chambers and systems, sample containers and holders, autoclaves, dishwashers, drying ovens and muffle furnaces, laboratory casework, deionized water and distillation systems, evaporative cooling units and plastic greenhouses. The Contractor shall provide engineering support to the Project Officer for the design of equipment and systems for research support. This support included development and design, and preparation of plans and specifications.

**5.8 Alterations.** Projects or jobs required to change the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it may be more effectively utilized for its currently designated purpose or adapted to a changed use as a result of a programmatic requirement. The project or job is complete in and of itself and is not a part or portion of a larger project; i.e. serial projects or jobs collectively part of a larger project are specifically prohibited under this contract. Individual work order shall not exceed \$2,000.

**5.9 Engineering Support.** The contractor shall provide engineering support to the Project Officer for the design of equipment and systems for facility and research support. This support includes development and design, and preparation of plans and specifications. See paragraph 2.12 for exclusions.

**5.10 Shipping/Receiving.**( Corvallis Only)

**Shipping.** The contractor shall provide shipping of all equipment and supply items for the Laboratory, other than by U.S. Mail. U.S. Mail Operations are performed in the Laboratory Mailroom. Contractor personnel assigned to shipping shall possess the basic knowledge of Department Of Transportation (DOT) Shipping Regulations.

A Shipping Request form shall be completed before any item will be handled by the contractor. Each shipping request shall include the method of shipment preferred. Both ground and air common carriers shall be utilized as appropriate along with other providers such as United Parcel Service, Federal Express and Airborne Express.

Containers and packing materials designated by carriers must be stocked to historical

levels provided by EPA and utilized to insure safe delivery of the contents.

At times hazardous materials such as chemicals and biologics are shipped. The contractor shall follow directions in the Laboratory standard operating procedures explicitly to prepare and ship these items. A copy of the Laboratory Health and Safety Policy Documents will be furnished by the Project Officer.

The contractor shall maintain all guidelines, costs and directions for completion of appropriate forms for each carrier in the shipping area along with a log of all supplies, materials and equipment that have been shipped.

Receiving. Deliveries for all organizations at the Laboratory shall be received at the shipping/receiving area in the Annex building ***An employee of the Contractor shall be stationed in this area 10:00 am - 3:00 pm.*** Before signing the carriers' receipt form, the contractor shall verify that the number of packages listed are the same and all packages shall be inspected for damage and any damage noted on carrier's receipt. If packages require climate control measures such as keeping the package frozen, the contractor is responsible for the condition of the contents until delivered to the addressee.

The contractor shall check the package contents against the packing slip and provide a date stamp next to each item received. The contractor takes delivery but does not determine what is acceptable to the government. The contractor shall take the receiving report from the file and each item received shall be circled and dated. If all items on the receiving report are received, the contractor shall initial and date the back of the receiving report and forward it through internal mail, along with the packing slip to the EPA purchasing office. If only a partial shipment is received, the contractor shall stamp the word "partial" above the vendor's name before initialing and dating the back of the receiving report. The contractor shall retain a copy of the receiving report and packing slip until the entire order is received.

The contractor shall report any product damage to the Project Officer immediately.

The Contractor shall notify Package Addressee via electronic mail when items are received and when they will be delivered. All individuals must sign the receiving log when they take custody of the items received. All on-site personnel have access to e-mail.

The contractor shall maintain files of all receiving reports and partial receiving reports, for all supplies, materials, and property entering the Laboratory. Supplies and materials that can be carried on a two wheel cart shall be delivered to the ordering office by the contractor. Because of the diverse size and number of items entering and leaving the laboratory, the contractor must provide at least two people who are certified to operate a forklift. The Contractor shall provide proof of certification to Project Officer prior to

Forklift operation. Forklift operation is estimated at an average of one hour per day.

Vehicle Sign-out (Corvallis Only). **GSA** motor vehicles are available for use by Federal employees and other designated personnel. ***All vehicle reservations are scheduled through Lotus Notes by the User.*** One vehicle must be available for local transportation. The contractor shall keep vehicle notebooks containing daily trip logs, keys, and GSA credit card for each vehicle. These books are given to the user to record destination and mileage.

Motor Vehicle Records, Reports, Maintenance and Repair (Corvallis & Newport).

The contractor shall maintain cumulative motor vehicle records on miles driven, fuel used, and repair and maintenance history for each GSA vehicle from information logged by each vehicle user. The contractor shall prepare reports and schedule routine maintenance in accordance with GSA requirement and necessary mechanical repairs. ***When vehicles require service the contractor shall drive the vehicle to a local auto dealer as designated by GSA.*** GSA provides all maintenance schedules and prearranges payment to repair facilities.

Stockroom (Corvallis Only). The contractor shall maintain stock levels, store, and replenish a wide variety of forms, laboratory and office supplies according to predetermined historical levels provided by Project Officer. ***A large central supply room in the Annex Building and smaller supply rooms in the Main Building and the Jefferson Street Building shall be kept well stocked, clean, neat and organized in a safe and efficient manner by the contractor.*** The contractor does not maintain stocks of hazardous materials or controlled substances.

The contractor shall physically inventory and restock small stockrooms on a weekly basis from the central supply room. The contractor shall inventory and restock forms on a monthly basis. When central supply stock levels reach an EPA predetermined reorder level, an order request to bring the stock level to the maximum level shall be submitted by the contractor to the Project Officer for purchase by the Government.

5.11 General Support for unscheduled occurrences. This involves a variety of tasks that must be accomplished for operation of the facility such as moving equipment, supplies, and furniture, ice and snow removal, cleanup of storm damage, and other unforeseen events.

The Contractor shall be prepared to provide support for such requirements in order to respond in a timely manner to work requests for this type of support to minimize hazards and obstructions to facilities (within 8 hours).

Weather related support may require emergency response as described in paragraph 5.7.

5.12 Work Excluded. The following types of work are not covered under this contract:

Construction. The erection, installation or assembly of a building, including the conversion, expansion, addition, or extension of an existing building which provides new floor space, cubeage or applicable units of measurement, total replacement of a building and/or the physical relocation of a building from one location to another. It includes site preparation, including demolition, excavation, landfill, utility system connections and extensions, site improvements such as roads, walks, parking areas, landscaping and exterior or interior real property installed equipment (RPIE).

A. Conversion - a conversion is a major structural revision of a real property facility that changes the functional purpose of the facility. Two elements are necessary for conversion: (1) major structural revision, (2) change in functional purpose.

B. Addition, Expansion, Extension - addition, expansion, extension each constitute a physical enlargement to a real property facility that increases the overall external dimensions of the facility. As a general rule, if the dimensions used to record the facility in inventory are increased, then an addition, expansion, or extension has occurred.

Professional Engineering Services - are defined as those services normally provided by a professional Architect/Engineer consulting firm, such as the preparation of drawings and specifications for construction and alteration/modification of real property which require a seal or certification. Such services are excluded.

### 5.13 ADMINISTRATION

5.13.1 General. This section provides administrative type information and requirements needed for effective support required by this PWS.

#### 5.13.2 Contractor Operations On-Site.

##### Work Schedule.

A. The WED has a flexi-time work program which requires that the facility be opened by the contractor in the morning and closed in the evening Monday through Friday from 6:00 a.m. to 6:00 p.m.

B. The Contractor shall establish a work schedule which meets all requirements of this PWS.

WED General Information.

A. It is essential that the Contractor keep the Project Officer informed about O&M activities that will affect the work areas and laboratory system. The information shall be provided accurately, and in a timely manner so that appropriate adjustments can be made when necessary by both the contractor and the WED staff.

B. Providing information to the Project Officer on other items such as those listed below is also the contractors responsibility:

1. Work requests - WED staff requests facility support by preparing either a "Trouble Call" slip or "Work Order" form. The "Trouble Call" slip is for assistance of less than 30 minutes labor and no materials cost. "Work Orders" are used to describe projects of a larger scale. Approval and prioritization of "Work Orders" are provided by the Project Officer in consultation with the onsite O&M contract manager.

2. Any proposed deviation from normal operating conditions such as temperatures, hours of ventilation system operation, building opening and closing times.

3. Project Officer shall be advised of maintenance schedules and maintenance actions which affect operation of the laboratory.

C. The contractor shall develop an information plan for providing and maintaining operating information that is readily available to the Project Officer. A copy of the plan shall be included in the FO&MM.

Files.

A. General. The contractor shall maintain an orderly filing system that provides for prompt location of information necessary for efficient operation and evaluation of the work performed as a result of this contract. The contractor shall use the Datastream MP-2 Maintenance Management system to manage Work Orders, Equipment, Inventory, Purchases, Personnel and Preventative Maintenance.

1. The files containing O&M records and information accumulating as a result of this and previous support contracts and prior O&M activities by the government are the property of EPA (US Government).

2. The files containing records and information maintained by the Contractor in conjunction with the Contractor's conduct of business, indirect or overhead effort, are the property of the Contractor.

3. The Government and the Contractor's files shall be kept in separate containers which are clearly marked to identify the ownership of the files contained therein. File folders shall also be clearly labeled and Contractor's files shall have distinctive markings to identify them as Contractor property.

B. File Plan. The Contractor shall submit a file plan to the Project Officer within 30 days of award of contract. The file plan is a list of the files maintained on-site by the Contractor.

1. It is organized to show the file subject categories and subcategories as appropriate, and a brief description of the contents of the file.

2. The plan shall also show the location of the file and ownership (Contractor or EPA).

3. Operations and Maintenance files (all inclusive, see paragraph 5.3). These files shall include:

a. Historical information on the facilities, equipment, and projects that are needed for reference. Examples are as-built and other drawings, equipment submittals, shop drawings, photographs, equipment files and operating information (including equipment that has been replaced), old floor plans, room numbering systems and similar items. These files are seldom used but are valuable for trouble shooting problems and for renovation work.

b. Project Management files with facility operation manuals and technical directives.

c. Active equipment manuals and individual files for each item presently installed or in use in the facilities.

d. Operating information and records.

e. Preventative maintenance files including PM manual, computer program documentation, equipment summary, equipment data for all items, maintenance guides and manufacturers recommendation,

status reports and other similar items. These files include printed copies of information on computer discs and backup discs stored in another building.

f. Maintenance and repair files documenting M&R work accomplished with details on options considered, decision and costs on each job.

g. Work request files including work request logs, copies of work requests, procedures for establishing priorities, requesting work and similar items.

h. Vendor files.

i. Government-furnished Property files.

j. Reference materials and catalogs.

k. Drawings and prints.

#### Operating Records.

A. General. The contractor shall maintain operating logs, and records. The original copies of all logs and records are property of EPA.

B. The contractor shall establish a plan for logging and recording operating information and shall provide a copy to the Project Officer within 30 days of award of contract.

C. Typical logs and records are maintained for boilers, water chillers, water treatment systems, filters, HVAC systems, other environmental systems and similar equipment.

1. Logs and records of this category are used for evaluating equipment efficiency, trouble shooting problems, and predicting repair or maintenance requirements.

D. Supplies, materials and parts records are maintained to determine appropriate stock levels and reorder points.

#### Other Records.

General. This section covers Contractor records regarding the indirect effort in support of the contract. These reports are the property of the Contractor and are maintained and secured by the Contractor.

#### 5.14 SUMMARY OF FACILITY SYSTEMS AND EQUIPMENT TO BE OPERATED, MAINTAINED, AND REPAIRED BY THE CONTRACTOR.

Heating, ventilating, and air conditioning equipment, including boilers, chillers, heat pumps, fans, air filters, chemical fume hoods, and cooling towers.

All water treatment, distribution and drain system, such as domestic, heating, cooling, deionized, distilled, reverse osmosis, well water, nutrient, fire protection and irrigation.

Other laboratory support systems such as compressed air, natural gas, and vacuum.

Electrical systems and equipment including switch gear, panels, transformers, and emergency (Diesel) electrical power generators.

Electronic systems, including control systems, controllers, fire and industrial alarm system, security camera system, and Government-owned telephone equipment and lines. Some work on local area communication networks is also included (example - installation of wiring).

All refrigeration equipment including refrigerators, freezers, ultra low temperature freezers, constant temperature rooms, environmental chambers and environmental systems.

Fire extinguishers, fire suppression systems, emergency showers and eye wash units, first aid kits and other safety equipment.

"Best" key system - name brand security system which includes a system for managing all locks.

Accutech card access control system.

#### 5.15 EQUIPMENT/ACTIVITIES WITH PARTIAL CONTRACTOR RESPONSIBILITIES

##### 5.15.1 Elevator WED Main Building-Corvallis.

Contractor shall repair and maintain the following:

- A. Door tracks for cleanliness.
- B. The car enclosure.
- C. Hoistway enclosure.
- D. Fixture face plates.

Contractor is not responsible for the following work:

- A. All labor, materials, and equipment necessary to maintain the laboratory elevator in a safe operating condition consistent with all applicable codes.
- B. An Annual no-load safety test.
- C. Monthly inspection and servicing of the elevator.
- D. On call emergency service.

#### 5.15.2 Office Furniture.

Contractor shall repair and maintain government office furniture accountable to the government.

Contractor is not responsible for servicing and repair of office machines. Office machines in this case, include computers, typewriters, calculators, and copy machines.

Contractor is not responsible for the repair of laboratory electronic equipment.

#### 5.15.3 Security.

Contractor shall unlock the buildings in the morning and secure the buildings in the evening on duty days; the unlocking and securing routines include non-security facility operations items such as flag raising and lowering, and light, thermostat, fan, and pump operations and checks.

Contractor is not responsible for the following services:

- A. Periodic door check after-hours.
- B. Periodic motorized patrol after-hours.

C. Dispatcher support.

## 5.16 FACILITY OPERATIONS AND MAINTENANCE MANUAL (FO&MM)

### 5.16.1 General.

A FO&MM for each site (Corvallis & Newport) shall be prepared by the Contractor.

The FO&MM is a description of the actions, policies and standard operating procedures of the Contractor in accomplishment of the work required by the Contract.

The FO&MM is an active document that shall be maintained up-to-date. All changes in the FO&MM shall be documented within five work days.

Four copies of each FO&MM shall be provided to the Project Officer within one month of the contract award. The copies will be located in:

- A. The Project Officer's office for his use.
- B. CEB Branch Chief's office (Newport FO&MM only)
- C. The WED Library for reference by WED employees.

5.16.2 Purpose. To provide a summary of the Contractor's operations, primarily for reference by the Project Officer and also for orientation of new WED employees, particularly managers and team leaders and for reference by the Contractor's staff.

### 5.16.3 Format and Content.

The FO&MM shall be loose leaf in a two inch binder with not more than 150 pages of text.

- A. It shall contain several chapters with each on a distinct subject or phase of the Contractor's operation.
- B. It shall cover all aspects of the Contractor's operation based on the PWS.
- C. It shall provide details describing how the Contractor accomplishes the scope of work.
- D. It shall be written in understandable English language, not legal, contracting, or engineering language.

The FO&MM shall contain, as a minimum, a discussion of the following topics:

- A. Contractor operations on-site.
- B. Normal building operation.
- C. Contractor Health & Safety plan.
- D. Preventive Maintenance Program.
- E. Emergency action plans.
- F. Information plan for providing and maintaining operating information.
- G. Access Control and Security systems.

#### 5.17 PREVENTATIVE MAINTENANCE PROGRAM

The WED PM system presently uses the Datastream MP2 Maintenance Management system for scheduling and tracking preventative maintenance. Both the Corvallis site and the Newport site use identical versions of MP-2. These systems contain:

A PM equipment file by building which lists all equipment in the system. The listing includes equipment, make, model, serial number, location, identification code, service cost account code, PM task numbers, last PM and next scheduled PM.

A PM task file which lists all PM tasks in the system. Each scheduled maintenance inspection contains one or more tasks, which are actions to be accomplished during the scheduled maintenance. All of the tasks in the system are located in this file in numerical order. Copies of the appropriate tasks are printed for the mechanics use when the schedule indicates that a maintenance inspection is due on the equipment.

A task usage file, which is a numerical list of all tasks which also contains a list of all equipment to which the particular task is applied.

##### 5.17.1 PM System Manual

The Contractor shall maintain the WED PM System Manual for both sites, located in the Project Officer's office and the Newport specific PM System Manual, located in the CEB Branch Chief's office in an up-to-date condition.

The manual contains:

- A. Copies of files listed above.
- B. Copy of the Maint. Mgt. System instructions provided by the Project Officer.
- C. Quick reference for using the manual.

5.18 CONTRACTOR ASSIGNED SPACE (See Section G.10 clause entitled, "Government Space & Property Made Available For Contractor's Use" and site maps.

#### 5.19 DUTIES APPLICABLE TO THE JEFFERSON STREET BUILDING

Duties to be performed at the Jefferson Street Building include building opening/closing activities, maintenance of stockroom and responding to Work Requests that deal specifically with government-owned property.

#### 5.23 Sea Water System/Pollution Abatement Facility Newport Only

##### Background and Summary

The U.S. EPA receives its Raw and Filtered Marine Water (RMW and FMW) from an EPA owned Seawater Storage and Distribution Building. This is a common utility utilized by all organizations at the Hatfield Marine Science Center (HMSC). Oregon State University (OSU), under separate contract with the U.S. EPA, operates and maintains the Seawater Storage and Distribution Building. The responsibility for the Laboratory Seawater System operation and maintenance under this Contract starts at the piping on the South Wall of the Seawater Storage and Distribution Building and ends at the point where EPA's Seawater return trench meets its east property line.

The Pollution Abatement Facility (PAF) is located in S-122 of the Biological Laboratory Wing. There are eight 1600 gallon storage tanks and eight 2500 gallon storage tanks located in the PAF. Cup-sinks and sumps which drain from any laboratory in the wing can be connected to either the marine water drain or to a storage tank located in the PAF. Water disposed of through the marine water drain is released, untreated, directly to the estuary. Only unaltered sea water, which has not come into contact with any non-indigenous species or other chemical contamination will be released to the marine water drain. Wastewater directed to a PAF holding tank is stored, pending laboratory analysis, treated if necessary, and then released to the City of Newport's publicly owned treatment works (POTW).

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##### 5.23.1 Laboratory Seawater System

A. The contractor shall operate and maintain all piping valves, connections and return trench associated with the Laboratory Seawater System.

B. The contractor shall prevent marine fouling of piping, OSU changes from one color of sea water line to the other color line on a six-week rotating schedule. The Contractor shall be responsible for coordinating with OSU to assure that the schedule is being maintained. The Contractor shall implement the six-week changeover on seawater piping according to the specific instructions contained in the Preventive Maintenance task description in MP-2. The Contractor shall, at the South Wall of the Seawater Storage and Distribution Building, switch the valves for the EPA's lines and maintain the strainers adjacent to these valves.

#### 5.23.2 Pollution Abatement Facility (PAF)

A. The contractor shall operate and maintain all piping, pumps, tanks, valves, connections and the POTW return for the PAF. The Contractor shall operate the PAF according to Standard Operating Procedure "SOPENV.04 MANAGEMENT OF WASTEWATER IN THE POLLUTION ABATEMENT FACILITY."

B. The contractor shall make or change connections to the tanks only when a work order has been initiated by the EPA Environmental Compliance Manager (ECM) or Branch Chief.

C. The contractor shall monitor tank capacity, aerate tanks, chlorinate the water and/or treat with resin beds and charcoal filter as specified on the tank control form.

D. The Contractor shall release discharge to the municipal sewer only after the tank control form has been approved by the ECM or Branch Chief.

E. The contractor shall monitor tank and line integrity and immediately report any leaks or stress cracks to the Project Officer.

F. The contractor shall report weekly on the status of the PAF outlets and operations as required in Attachment 2, Reports Of Work.

#### 5.30 WORK ACTIVITIES

Within one month following contract award, the Contractor shall prepare and submit an Annual Work Plan. The annual work plan shall describe how the contractor intends to accomplish the requirements of this Performance Work Statement. The contractor shall also prepare a Weekly Technical Report and attend a meeting on Thursday of each week

according to the procedures described in the Reports of Work attachment.

12. The attachment entitled "REPORTS OF WORK" has been modified. The text is as follows:

## REPORTS OF WORK

1. ANNUAL WORK PLAN - The Contractor shall prepare and submit an Annual Work Plan to the Project Officer and the Contracting Officer within the first month of each contract year. The Work Plan shall provide the detailed implementation information necessary to complete the Performance Work Statement (PWS). The Work Plan shall contain the following components:

### **A. Organization and Management**

1. Describe the overall organizational structure which clearly delineates the responsibilities, lines of authority and management approach utilized by the Contractor and Project Manager.
2. Describe how (technical approach) the major work activities comprising the statement of work for this contract will be implemented:
  - 1) Program Management/Facility Documentation; 2) Scheduled Maintenance; 3) Maintenance and Repair; 4) Research Support; 5) Engineering Support; and Shipping/Receiving.

### **B. Personnel Policies for Recruitment and Retention**

Describe the policies and plans proposed to recruit, hire, train, and retain qualified personnel for performance under this contract to fulfill the requirements of the Statement of Work.

### **C. Communication Mechanism**

Describe the communication mechanism proposed to ensure effective coordination and timely management of activities to be conducted under this contract, including a discussion of how communications will be instituted and maintained to ensure effective interaction with any subcontractors and with EPA Project Officer.

### **D. Control Mechanisms**

Describe the proposed plan to ensure that contractor team members conform to the letter and intent of EPA ORDER 1901.1A dated April 14, 1994.

#### **E. Preventative Maintenance Schedule**

Specify the Preventive Maintenance Schedule by identifying all planned preventive maintenance for each piece of equipment identified in Attachments 15 & 20. The list, to be generated by MP2 for Windows, shall include: the equipment, frequency of maintenance, task descriptions and other information required by MP2 for Windows.

#### **F. Staffing Schedule**

Specify the work schedule for each employee on the contract.

#### **G. Safety Program**

Describe the proposed safety program to ensure contractor employees are performing their contract duties in a safe manner. This plan must meet all the federal and state safety requirements for performing work of the nature described in the contract and shall also include a medical monitoring program.

### 2. WEEKLY TECHNICAL REPORT AND MEETING

The Contractor shall submit to the Project Officer a Weekly Technical Report. The due date for this report is on Thursday of each week at the time of the meeting designated by the Project Officer. The purpose of this report and concurrent meeting is to facilitate the communication and operational coordination between EPA and the Contractor.

The report shall 1) identify significant events and problems for each of the five major work activities comprising the statement of work for this contract; and 2) the status of the Pollution Abatement Facility outlets and operations.

At this meeting, the Contractor's Project Manager shall be prepared to discuss the status of current Work Order Requests, problems encountered, and prioritization of workload. Other meetings between the Contractor's Project Manager and the Project Officer will occur on an as needed basis. Notes of discussions will be maintained by the Project Officer.

### 3. MONTHLY PROGRESS REPORTS

The Contractor shall furnish the monthly Progress Report to the Project Officer. The report shall be submitted on or before the tenth of each month following the first complete calendar month of the contract. The report must coincide with the Contractor's voucher submission.

#### **A. Hours Report**

The Contractor shall provide a report of all hours delivered, grouped by the five major work activities and then by task. Hours shall be identified by position with task and work activity totals. The report shall contain monthly and year-to-date totals.

The work "task" is defined as a Work Order, Preventive Maintenance or the following activities under work activity 1) Program Management/Facility Documentation:

1. Program Management and Administration
2. Startup Implementation of MP2 for Windows Startup Equipment History Files (Electronic Files)
3. Maintain Implementation of MP2 for Windows Maintain Equipment History Files (Electronic Files)
4. Startup Equipment History Files (Paper Files)
5. Maintain Equipment History Files (Paper Files)
6. Startup Facility Operations Manual
7. Maintain Facility Operations Manual

#### **B. Work Order Status**

The Contractor shall provide a report of all open and completed work orders during the reporting period. This report shall include scheduled completion date, actual completion date, approved hours and materials, actual labor hours and materials this month and to date, grouped by the five major work activities and then by work order.

The report shall provide summary of work order activity (i.e., the percent of work orders completed as compared to work orders issued and other parameters),

distribution of work orders by due date, and distribution of work orders by date originated.

### **C. Deliverable Status**

The Contractor shall provide a report of all deliverables identified in the PWS and/or the Reports of Work. The report will contain the scheduled completion date, actual completion date and any significant events or problems.

### **D. Monthly Preventive Maintenance Schedule**

The Contractor shall provide a monthly Preventive Maintenance Schedule identifying all planned preventive maintenance for the coming month and preventive maintenance completed during the previous month (i.e., the reporting period). The report shall include a listing of equipment, frequency, trade and estimated labor hours. Summary reports by trade of planned, completed and outstanding preventive maintenance will be provided. The Preventive Maintenance Schedule for the first month of the contract performance shall be submitted within 2 work days after the effective date of this contract.

## **4. STATUS REPORT/MANAGEMENT REVIEW**

The Contractor shall make two management site visits per year. The Contractor shall review management systems, customer satisfaction (Project Officer (PO) and other laboratory personnel through the PO) and technical performance. A status report of this visit, including findings and recommendations, shall be delivered to the Project Officer within 30 days of each visit. The reports are due on April 30 and October 30 of each contract year.

**13.** The attachment entitled "QUALITY ASSURANCE PROGRAM" has been modified. The text is as follows:

### **QUALITY ASSURANCE PROGRAM**

The Quality Assurance Program for this contract consists of two components:

1) Quality Control--It shall be the Contractor's responsibility to develop and implement a program of quality control which shall ensure that the quality of the contracted outputs meets the requirements of the contract as stated in this section and the Performance Work Statement (PWS);

2) Quality Assurance--It is the responsibility of the government to define acceptable and unacceptable measures of performance and to implement a surveillance program which will allow the government to evaluate the performance of the Contractor.

The quality assurance surveillance program will focus on the areas of Facility Operation, Preventative Maintenance and the Shipping/Receiving and Stockroom activity. The methods of surveillance will include Review of Reports, Periodic Inspections and Customer Complaints.

Evaluation of the quality of performance in the area of Facility Operation will be based upon personal observations and customer complaints. For example with major facility systems such as Heating, Ventilation and Air Conditioning (HVAC) and Domestic Water, performance will be based upon the ability of the contractor to keep the systems operating properly as defined by ASHRA for HVAC and the Agency's Drinking Water Standards for the Domestic Water System. For HVAC how frequently the Project Officer receives complaints about inappropriate air temperatures, humidity or ventilation rates will determine the quality of performance. For the Domestic Water system performance will be based upon the number of disruptions of service and water quality (color, particulates, etc.)

Evaluation of the quality of performance in the area of Scheduled (Preventative) Maintenance will be based upon the contractor's ability to perform the maintenance tasks according to the required schedule in the PWS. Periodic inspections by the Project Office as well as reviews of the maintenance management records will be used as the methods of surveillance. Fully Satisfactory performance will be achieved only if all tasks are preformed as per the required schedule. A rating of Minimally Satisfactory performance will result if more than 5.0% of the tasks are preformed two weeks behind schedule. A rating of Unsatisfactory will result if more than 5.0% of the tasks are more than two weeks late.

Evaluation of the quality of performance in the area of Shipping/Receiving will be based upon the contractor's ability to maintain the stocks of standard supplies in all facility stockrooms, the timeliness in notifying customers when shipments arrive and the number of shipments which are lost after receipt by the contractor. Stockroom inspections and customer complaints will be used to evaluate the quality of performance. A rating of Fully Satisfactory will be achieved if stocks of standard supplies are present 97% of the time; customers are notified within 8 hours of the receipt of a shipment and there are zero lost shipments. A rating of Minimally Satisfactory will result if stocks of standard supplies are available 90% of the time; customers are notified within 24 hours of the receipt of a shipment and less than 0.0% of shipments received are lost. A rating of Unsatisfactory will result if stocks of standard supplies are present less than 90% of the time; customers are notified more than 24 hours after receipt of a shipment and greater than 0.0% of shipments received are lost.

PERFORMANCE REQUIREMENTS SUMMARY  
WED-CORVALLIS O&M Contract

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE
Perform timely preventative maintenance (PM) services of buildings & equipment	Complete work orders generated by MP-2 program as stated in PWS, section 5.4. All work to comply with codes & industry standards.	Fully satisfactory rating if complete work orders per schedule. Minimally satisfactory performance rating- if more than 5% of tasks are performed two weeks late. Unsatisfactory rating- if more than 10% of the tasks are two weeks late	Random spot checks. Monitor work order reports for reduction in breakdown work orders.
Maintain laboratory physical plant operations	Complete work orders generated by MP-2 program as stated in PWS, sections 5.2 & 5.5. All work to comply with codes & industry standards.	Fully satisfactory rating if major facility systems are operated within accepted industry guidelines. Minimally satisfactorily rating if any 2 major systems are outside of industry stds. Unsatisfactory rating if more than 2 major systems are operated outside industry stds.	Customer complaints. Random spot checks of facility systems.

REQUIRED SERVICE	STANDARD	PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE
Stockroom maintenance	Provide adequate supply of std. office supplies in main and satellite stockrooms	Fully satisfactory rating if stocks of std. supplies are present 97 % of time. Minimally satisfactory rating is stocks of std supplies are present 90% of time. Unsatisfactory rating if std. supplies are available less than 90% of time.	Customer complaints. Spot checks of stockrooms
Shipping/Receiving	Complete shipping/receiving as stated in PWS, section 5.10.	Fully satisfactory rating if customers are notified within 8 hrs of receipt of shipment and zero lost shipments. Minimally satisfactory rating if customers are notified within 24hr of receipt of shipment and zero lost shipments. Unsatisfactory rating if customers are notified more than 24hrs after receipt of shipment and zero lost shipments	Spot checks of shipping/receiving records. Customer complaints.